

PUEBLO

CIVIL SERVICE COMMISSION MEETING
CITY COUNCIL CHAMBERS – INTERIM CITY HALL
301 W. “B” STREET
TUESDAY, SEPTEMBER 13, 2011
5:30 PM

Individuals Requiring Special Accommodations Should Notify the Civil Service Commission Office (719) 553-2635 by Noon on the Monday Preceding the Meeting.

CALL TO ORDER

ROLL CALL

AMENDMENTS TO THE AGENDA

READING AND APPROVAL OF MINUTES:

- Regular meeting of Tuesday, August 9, 2011

Commission Action: Motion to dispense with the reading and approve the minutes of the regular meeting dated Tuesday, August 9, 2011 as distributed.

CONSENT AGENDA

The following items are considered to be routine by the Civil Service Commission and will be passed and approved by one motion. There will be no separate discussion of these items unless a Commissioner so requests; in which event, the item shall be removed and considered as a regular item.

1. Receive and file the following status reports on current recruitments:
 - a. Motorsports Operations Supervisor - (Recruitment due to new position in 2011 budget) – We received 14 applications for this position, and a T&E examination was conducted on the one qualified applicant. The eligibility list will be signed at this meeting.
 - b. Zoning Enforcement Officer - (Recruitment due to new position in 2011 budget) – We received three applications for this position, and a T&E examination was conducted on the one qualified applicant. The eligibility list will be signed at this meeting.
 - c. Zoning Enforcement Supervisor - (Recruitment due to new position in 2011 budget) – We received 11 applications for this position, and a T&E examination was conducted on the one qualified applicant. The eligibility list will be signed at this meeting.

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- d. Associate Field Engineer - (Recruitment due to new position) - A T&E examination was conducted on the one qualified applicant we received for this position. The eligibility list will be signed at this meeting.
 - e. Crime Analyst - (Recruitment due to employee resignation) - External recruitment began on September 4, 2011 and ends on September 25, 2011. As of the date of this agenda, we had received 12 applications for this position.
 - f. Radio Technician II - (Recruitment due to employee receiving required license) - A T&E examination was conducted on the one qualified applicant we received for this position. The eligibility list will be signed at this meeting.
 - g. Emergency Services Dispatcher - (Recruitment due to establishing new eligibility list) - External recruitment began on August 14, 2011 and ended on September 4, 2011. We received 112 applications for this position. We are currently in the process of screening these applications.
 - h. Park Caretaker II - Irrigation Specialist - (Recruitment due to employee promotion) - We received four applications for this position. T&E examinations were conducted on the two qualified applicants. The eligibility list will be signed at this meeting.
2. Ratify the Commission's letter to Shannon Dawson regarding the removal of her name from the Clerk Typist eligibility list.
 3. Ratify the Commission's letter to Douglass Tomczak regarding the removal of his name from the Utility Worker eligibility list.
 4. Ratify the Commission's letter to Ashlee Kramer regarding the removal of her name from the Emergency Services Dispatcher eligibility list.
 5. Ratify the Commission's letter to Sonny Cruz regarding the removal of his name from the Utility Worker eligibility list.
 6. Ratify the Commission's letter to John Vigil regarding the removal of his name from the Utility Worker eligibility list.
 7. Ratify the Commission's letter to Gabrielle Armijo regarding the removal of her name from the Police Patrol Officer eligibility list.
 8. Ratify the Commission's letter to Zachary Bratton regarding the removal of his name from the Police Patrol Officer eligibility list.
 9. Ratify the Commission's letter to James Frank regarding the removal of his name from the Police Patrol Officer eligibility list.

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10. Ratify the Commission's letter to Christopher Howland regarding the removal of his name from the Police Patrol Officer eligibility list.
11. Ratify the Commission's letter to Marissa Livengood regarding the removal of her name from the Police Patrol Officer eligibility list.
12. Ratify the Commission's letter to Jonathan Sgro regarding the removal of his name from the Police Patrol Officer eligibility list.
13. Ratify the Commission's letter to Christopher Valderrama regarding the removal of his name from the Police Patrol Officer eligibility list.
14. Ratify the Commission's letter to Dominic Pries regarding the removal of his name from the Police Patrol Officer eligibility list.
15. Ratify the Commission's letter to Matthew Grable regarding the removal of his name from the Police Patrol Officer eligibility list.
16. Ratify the Commission's letter to Aaron Saffold regarding the removal of his name from the Auto Mechanic eligibility list.
17. Ratify the Commission's letter to Loren Archuleta regarding the removal of his name from the Utility Worker eligibility list.
18. Ratify the Commission's letter to David Chain regarding the removal of his name from the Utility Worker eligibility list.
19. Ratify the Commission's letter to Christopher Mora regarding the removal of his name from the Utility Worker eligibility list.
20. Ratify the Commission's letter to David Shepard regarding the removal of his name from the Utility Worker eligibility list.

Commission Action: Approve/disapprove all items on the Consent Agenda.

REGULAR AGENDA

1. Submission of the eligible list for Motorsports Operations Supervisor.

Commission Action: Approve and certify the eligible list for the class title of Motorsports Operations Supervisor.

REGULAR AGENDA

2. Submission of the eligible list for Zoning Enforcement Officer.

Commission Action: Approve and certify the eligible list for the class title of Zoning Enforcement Officer.

3. Submission of the eligible list for Zoning Enforcement Supervisor.

Commission Action: Approve and certify the eligible list for the class title of Zoning Enforcement Supervisor.

4. Submission of the eligible list for Associate Field Engineer.

Commission Action: Approve and certify the eligible list for the class title of Associate Field Engineer.

5. Submission of the eligible list for Radio Technician II.

Commission Action: Approve and certify the eligible list for the class title of Radio Technician II.

6. Submission of the eligible list for Park Caretaker II – Irrigation Specialist.

Commission Action: Approve and certify the eligible list for the class title of Park Caretaker II – Irrigation Specialist.

ADMINISTRATIVE ITEMS

A. Administrative Items.

1. Set the date for the October, 2011 Civil Service Commission Meeting.

INFORMATIONAL ITEMS

B. Informational Items.

1. Status reports for May and August 2011.
2. Handouts

ADJOURN